

Green IT - Best Practices

REDUCE (the amount of resources being tossed):

1. Computers in standby consume almost as much energy as fully powered idle computers and computers with screensavers use up more power than idle computers. Schedule computers to update after closing and then power down. Wake-on LAN can be used to power the systems back up. If you don't have DeepFreeze to schedule shutdown you can use Microsoft's PSShutdown.
2. Printers tend to utilize large amounts of energy. Turning off printers at night helps lower power consumption.
3. Keep the lights off in the staff room as much as possible.
4. Set printers to print 2 sided copies by default when possible. Set printer defaults to lower quality black and white.
5. Use email distribution lists, blogs or wiki's to disseminate staff information instead of making paper copies of memo's, etc.
6. Longer Warranty Life-Cycles: broker a 4-year or 5-year warranty with your vendor instead of the typical 1- and 3-year deal. Dell, for example, will provide longer warranties. Longer hardware warranty times can also help with longer software development life-cycles.
7. Virtualization optimizes the efficiency of a server. One server can be used to run several different virtual servers. Virtualization also permits moving a running virtual machine from one physical server to another without interruption. This means as loads increase, secondary servers can be brought on line to take the load. When the load decreases the secondary servers can be turned off. The power of the secondary systems can be automatically controlled by intelligent power systems.
8. Certain fonts use less ink when you print (Example: http://www.ecofont.com/ecofont_en.html)
9. If financially feasibly replace CRT monitors with LCD monitors and as you replace old hardware be conscious of the energy efficiency of new hardware.
10. Reduce the brightness of your monitors

REUSE (keep old equipment longer by upgrading and re-purpose resources):

1. Use bad copies as scrap paper
2. Re-purpose Old Hardware. Use old hardware for Kiosk-style machines (OPAC), testing environments, and/or anything that may not be mission critical. Or, just use them for spare parts.
3. Add more RAM. RAM is cheap and is the easiest way to extend the life of all computers. Operating Systems get more memory hungry as time goes on. If you are running less that 1GB of RAM, upgrade
4. Don't have the budget to max your memory? Then look at Open Source/Free License Software and Operating Systems. Projects such as the LTSP (Linux Terminal Server Project) and many Linux distributions happily run on PCs with only 256mb/512mb of RAM. Linux distributions in general will run excellent on 3-year-old hardware. A good resource for Libraries is oss4lib.org

RECYCLE (if you cannot reduce your discards or reuse items, then discard responsibly)

1. Donate to an organization that will reuse the items.
2. Find a responsible recycling vendor. For example, Intechra -- http://intechra.com/html/IT_Asset_idc.html -- located in the Midwest is an IDC certified Green IT Recycler (there are many others: <http://www.idc.com/getdoc.jsp?containerId=prUS21340408>)